February 11, 2015

Dear [Name]

We hope you have enjoyed your time living on campus and being a part of our residential community! We would love to have you live with us for your senior year to round out your time on campus at Creighton.

As the date for the 2015-2016 Apartment Re-Contracting Lottery approaches, we notice that you have not yet paid your re-contracting fee, a requirement if you would like to stay in your current apartment next year. Please note that you must pay the $75 Re-Contracting fee by noon on Friday, February 13th in order to have a spot in the upcoming Apartment Lottery.

If you have any questions about the Apartment Lottery or the Re-Contracting Process, please don’t hesitate to contact the Department of Residence Life at (402) 280-2717 or stop by our office in Swanson Hall 136.

In case you need a reminder of how to pay your Re-Contracting fee, the steps are listed below.

- Log onto your NEST account.
- At the bottom of the main page, follow the link for "Residence Life"
- Click on "Housing Re-Contracting for returning students"
- Click on the "Pay $75.00 Reservation Fee" link to pay your Re-Contracting fee
  - A QuickPay webpage will launch in a new window or tab. Use the QuickPay system to pay your fee.
- After paying your fee, return to the NEST and click on the line "Click here after making your payment". You must click this link in order for the system to acknowledge your payment.

Sincerely,

CAROL ISHAM | Housing Assignments Coordinator

Department of Residence Life